

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> New <input type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
Explanation (Show any positions replaced) Standard MWR NAF PD		<input checked="" type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
				10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
										14. Agency Use NAF	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management										Initials Date	
b. Department, Agency or Establishment											
c. Second Level Review		Facility & Maintenance Manager				NF		1601		04 SN 12-31-0	
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment						c. Third Subdivision					
a. First Subdivision						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature _____ Date _____						Signature _____ Date _____					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier						OPM Job Family PCS for Admin wk in Equip, Facilities & Serv Series GS-1600 May 2003					
Signature _____ Date _____						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks											

**NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE:** Facilities and Maintenance Manager  
**POSITION NUMBER** 01-0098 **JOB SERIES:** 1601 **PAY LEVEL:** NF-4 **Summary of Duties:**

Oversees the administration and management of the MWR Facilities and Maintenance to include facility and maintenance repair and projects, renovations, minor construction, budgeting, contract and bid proposals, facility planning, project planning, design contracting, project administration and control, and repair and maintenance of equipment in support of activities. Responsible for overseeing construction repair and alteration of buildings and outdoor facilities, reviews and approves drawings and blue prints. Works with Operating Directors on interior space planning, work station layout, vehicle access, and space management. Acts as primary point of contact with Base and Headquarters element on construction and maintenance matters.

Plans, organizes work, and manages internal procedures and resources to ensure maximum productivity and economies. Prepares financial plan and related records and reports and exercises authority on approved budget. Monitors programs on a regular basis and initiates corrective action to ensure support of operating programs of MWR. Develops long range plans in conjunction with Operating Directors and exercises internal personnel management authorities as delegated by MWR Director with regard to subordinate supervisors and employees within the office. Effectively supports the Navy's Equal Employment Opportunity policies, and ensures compliance with fire, safety, security, hazardous materials handling and other environmental issues.

Performs other related duties as assigned.

**Minimum Qualifications:**

A minimum of four years of experience that demonstrates knowledge and experience in applying the principles, methods, techniques and theories of field engineering to oversee the management and administration of facilities and maintenance functions. Knowledge of work methods and practices of various building trades. Knowledge of pertinent safety, occupational health and environmental regulations. Ability to supervise. Ability to communicate orally and in writing. Knowledge of NAF policies and procedures preferred.